

APPENDIX B

TEST SECURITY AGREEMENT

South Dakota End of Course Program

For District Personnel and Test Coordinators

The following Test Security Agreement is applicable to state-created End of Course Exams accessed through online testing or paper testing. **The Test Security Agreement is also applicable to district-created End of Course Exams used for the purpose of waivers for Credit-Before Grade Nine and Course Equivalency Exams.**

The District will develop, distribute, and enforce disciplinary procedures for the violation of test security by district or agency staff. All persons who will have access to or assist with the administration of the online or paper End of Course Exams must read and sign the Test Security Agreement before they administer any tests. This security agreement requires that persons involved in the test administration exercise the necessary precautions to ensure the security of content and all test materials.

This agreement must be completed and forwarded to the South Dakota Department of Education before given access to the state-created End of Course Exams. The Agreement must be signed each year.

Signed forms should be sent to:

Dr. Kimberly Cypher

Assessment Specialist

South Dakota Department of Education

Office of Curriculum, Technology and Assessment

700 Governors Drive

Pierre, SD 57501

Title _____ Date _____

This page must be signed by the appropriate official and forwarded to the South Dakota Department of Education, Office of Curriculum and Technology. Districts may make as many copies of the Test Security Agreement as necessary.